



County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

Administrative Assistant-Jail

Door County Sheriff Department seeks candidate for the full time position of Administrative Assistant. This position is responsible for various confidential clerical and record keeping functions of the Door County Jail. Serves as the primary accounts clerk for jail revenues, jail expenses, inmate trust fund and processes billing. Serves as the Door County Jail receptionist and performs duties of answering incoming calls and providing assistance to the public at the Jail Lobby window during normal business hours.

Requirements:

1. High School diploma or equivalent.
2. Must be able to type a minimum of 40 words per minute determined by a standard keyboarding test.
3. One (1) to three (3) years clerical office experience with competency in Microsoft applications, including Word, Excel and Outlook.
4. One (1) year accounting experience preferred.
5. Successful completion of Correction Training Officer (CTO) training and evaluation program within one year of hire and obtain Wisconsin State Jail Officer certification.

Wage: \$15.64

Submit a completed County application to the Human Resources Dept., 421 Nebraska St., Sturgeon Bay, WI 54235, (920) 746-2305 by 4:30 p.m., July 2, 2015. EOE



DOOR COUNTY APPLICATION FOR EMPLOYMENT

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

Deadline date: July 2, 2015 – 4:30 p.m.

MAIL APPLICATION MATERIALS TO:

Door County Human Resources Dept

421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2305

Fax: (920) 746-2538

e-mail: hr@co.door.wi.us

Door County reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination and drug testing may be required.

Thank you for your interest in employment with Door County. **Please read the following instructions carefully:**

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- All information must be included on this application. Resumes will not substitute a complete application. Any incomplete or illegible applications will not be considered. **“See Resume”** will not be acceptable.
- If more space is needed, please indicate this on the application form and attach the additional paper to the application. All materials submitted in the application process will be retained by Door County and will not be returned.

PERSONAL INFORMATION

Position Applied For: Administrative Assistant-Jail		Department: Sheriff's Department		Date Available:	
Last Name:		First Name:		Middle Name:	
Street Address:		City:		State:	ZIP:
Home Phone:	Work Phone:	May we contact you at work? Yes No		What Hours?	
E-Mail Address:		Type of Employment Acceptable: (check all that apply) Full-Time Part-Time Seasonal Casual Intern LTE			
Are you at least 18 years of age? (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)					
Yes No					
Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)					
Yes No					
Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?					
Yes No					
Have you ever been <u>convicted</u> of a felony? (If the answer is “yes”, please explain at the end of this application form. A “yes” answer does not necessarily disqualify an applicant.)					
Yes No					

WORK HISTORY – PART A

A “yes” answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer “yes” to any of the following questions, please provide an explanation at the end of this application form.

1-	Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	Yes	No
2-	Have you ever been disciplined for attendance problems in your current or previous employment?	Yes	No
3-	Are there any gaps in employment in excess of thirty (30) days?	Yes	No
4-	Have you ever been employed by Door County?	Yes	No

EDUCATION & TRAINING

High School:

Highest Level Completed:	Name & Location of High School:	Graduated?
9 10 11 12 [GED/HSED]		Yes No

Education & Training Beyond High School:

Name & Location of Institution:	Major Field of Study:	GPA	Degree Conferred

· Relevant coursework:
· Additional skills and/or training:
· Professional licensures/certifications & Expiration Dates:

DRIVER'S LICENSE

Please refer to the position description for the position for which you are applying. **If business travel and/or driver's licensing is required, please complete this section.**

· Do you have access to an automobile?	Yes No
· Do you have a valid Wisconsin driver's license?	Yes No
· If the position requires, do you have a valid Wisconsin Commercial Driver's license (CDL)? If yes, please list endorsements:	Yes No
· Do you have, or can you make arrangements to obtain, insurance coverage meeting the County's minimum liability insurance requirements on your personal vehicle? (\$100,000 per person; \$300,000 per accident bodily injury; \$50,000 per accident property damage; or \$300,000 combined single limit)	Yes No
· List any moving violations within the previous five (5) years:	

PROFESSIONAL REFERENCES

Please provide us with four (4) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of relatives, spouses, or significant others.

Name	Telephone #	Occupation	Nature of Relationship

WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had; include additional pages if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Door County to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax #):		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

(For additional employers, please use a separate piece of paper or make a copy of this page)

EXPLANATION(S) / SUMMARY INFORMATION

REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)

Newspaper:	Employee:
Employment Agency:	Web Site:
Bulletin Board:	Professional Journal:
Walk-in:	Job Service:
Other:	

In order for your application to be considered, you must complete the
Employment Application Affidavit / Information Release.

DOOR COUNTY PERSONNEL DEPARTMENT USE ONLY

Date Received:

EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Door County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen when required, and any other required examinations.

I understand that Door County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Door County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof

Name (Printed or Typed):

Signature:

Date:

OPEN RECORDS DISCLOSURE (OPTIONAL)

This section is optional: Under Section 19.36 (7) of the Wisconsin Statutes, the names of "final candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

Name (Printed or Typed):

Signature:

Date:

***THANK YOU FOR COMPLETING THIS APPLICATION AND
FOR YOUR INTEREST IN EMPLOYMENT WITH DOOR COUNTY***

DOOR COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver's licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Personnel Department.

Please Supply The Following Information			
Last Name:	First Name:	Middle Name	
Position Applied For:	Date of Birth:		
Maiden Name (If Applicable):	Social Security Number	Sex: Male / Female	
Race: (Please Check One)			
<input type="checkbox"/> American Indian/Native American (including Alaskan Natives)	<input type="checkbox"/>	African American or African origin	
<input type="checkbox"/> Asian	<input type="checkbox"/>	Hispanic/Latino	
<input type="checkbox"/> White not of Hispanic origin	<input type="checkbox"/>	Native Hawaiian or Pacific Islander	
<input type="checkbox"/> Other	<input type="checkbox"/>		
<p style="text-align: center;">Disability:</p> <p>The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities [such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working], has a record of such an impairment, or who is regarded as having such an impairment.” <i>Based on this definition, are you an individual with a disability?</i></p> <p style="text-align: right;">Yes No</p>			

The completion of the “Door County Background Check & Equal Employment Opportunity Information Disclosure Form” is voluntary, and there will be no adverse consequences for not completing this form.

County of Door

Administrative Assistant - Jail

Status: Non-Exempt

Department: Sheriff's Department

EEO: 06 - Office Clerical/04 – Protective Services

Pay Range: 16

HR Reviewed: 6-10-2015

General Summary

This position is responsible for various confidential clerical and record keeping functions of the Door County Jail. Serves as the primary accounts clerk for jail revenues, jail expenses, inmate trust fund and processes billing. Serves as the Door County Jail receptionist and performs duties of answering incoming calls and providing assistance to the public at the Jail Lobby window during normal business hours. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Answers the telephone and provides information or refers to appropriate authority, provides information and assistance to general public at the Jail.
2. Responsible for bi-weekly balancing of cash drawer and bank deposits.
3. Receive, process, and distribute inmate funds utilizing the inmate accounting software program.
4. Prepare billing reports for contract inmates which require daily, weekly and monthly reviews.
5. Process weekly inmate commissary orders, credits and adjustments with vendors.
6. Process commissions and proceeds from inmate purchases.
7. Monthly reconciliation of inmate trust fund account with assistance of Jail Lieutenant.
8. Process Huber laundry revenue funds with assist of assigned Jail staff.
9. Prepare detailed revenue reports and submit to the Door County Treasurer.
10. Track inmate statistics and prepare reports to federal, state and local agencies.
11. Respond to inmate requests for inmate fund transactions.

General Job Functions

1. Maintenance of and filing of department records.
2. Receive, process and distribute jail division mail.
3. Maintain inventory of office supplies, forms, etc.
4. Receipt monies from the public for inmate trust fund.
5. Conduct prisoner intake procedures which include medical/mental health screenings administering a PBT, pat-down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
6. Use own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
7. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
8. Process Huber prisoners in and out of the facility for work release.
9. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.

Reporting Relationships

Under the direct supervision of the Sheriff, or his/her designee.

County of Door

Administrative Assistant - Jail

REQUIREMENTS

Training and Experience

1. High School diploma or equivalent.
2. Ability to type a minimum of 40 words per minute determined by a standard keyboarding test.
3. One (1) to three (3) years clerical office experience with competency in Microsoft applications, including Word, Excel and Outlook.
4. One (1) year accounting experience preferred.
5. Successful completion of Correction Training Officer (CTO) training and evaluation program within one year of hire and obtain Wisconsin State Jail Officer certification.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing.
2. Possess good command of spelling, grammar, and sentence structure.
3. Knowledge of practical office procedures and terminology.
4. Possess good organizational skills with the ability to work with limited supervision and make independent decisions concerning matters with established policy and procedures.
5. Ability to draft and prepare a variety of reports, forms, and letters.
6. Capable of processing and maintaining confidential and personal information.
7. Capable of using tact, courtesy and good judgment in dealing with employees, supervisors and the public.
8. Working knowledge and ability to use a computer and current software programs.
9. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
10. Knowledge of current policing jail methods and procedures.
11. Ability to use tact and discretion to optimize safety and control.
12. Ability to react quickly, both mentally and physically, to any situation.
13. Ability to prepare accurate reports.
14. Ability to operate: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, PBT, Taser, SCBA equipment, and other related equipment.

Physical & Working Conditions

Normal office working environment with little or no discomfort from temperature, dust, noise, wetness, or the like. Interruptions to daily work schedule are caused by telephone calls and inquiries from the public. People coming to the jail lobby window may be hostile or verbally abusive.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

County of Door
Administrative Assistant - Jail

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:



Steven G. Delarwelle, Sheriff

6-17-15

Date



Kelly A. Hendee, Human Resources Director

6/17/15

Date



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2015 Salary & Fringe Benefits
Administrative Assistant-Jail
Door County Sheriff's Department

SALARY: \$15.64

HEALTH: 85% Paid for Family Coverage, employee pays \$319.09/month - PPO Plan
85% Paid for Single Coverage, employee pays \$127.63/month - PPO Plan

DENTAL: 100% Paid for Family & Single Coverage
(Full Time Employee - Based on Current Dental Contract Expense, No PPO Plan)

PTO: 0-4.99 yrs. – 19 days
5-10.99 yrs. – 24 days
11-16.99 yrs. – 29 days
17 or more – 34 days

HOLIDAYS: 1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Day Before Christmas
8. Christmas Day
9. One Personal Holiday

SECTION 457k AND CAFETERIA PLAN ALSO AVAILABLE

RETIREMENT: Wisconsin Retirement Fund / 50% Employer Funded